

**Space Family Education, Inc.
Board of Director's Open Meeting**

May 19, 2005

Safety Report

Director & Vice President

Ms. Hirning reported that a child in Room 5 bumped his lip. The father was called, and he took the child to see a doctor. Ms. Hirning said that she reported the incident to State.

Safety report for April:

Ms. Vandersand reported that no one was sent home for illness for the month of April. For those stayed home due to illness; 9 were reportedly with fever and other symptoms, 2 with strep throat, and 1 with scarlet fever. April injuries included; 5 bruises, 7 minor cuts/wounds, 24 no marks, 25 red marks, 11 scrapes/scratches, and 3 swellings. Ms. Vandersand pointed out that falls/bumps/blows are up, while bites are down for this month.

One parent pointed out that there was a sign up with chicken pox. Ms. Hirning said that it would be in the May statistics.

Director Report

Staffing

Resignations:

Ms. Hirning said that Ms. El's last day is next Friday. Ms. Carruthers is organizing a going away party for Next Friday. Ms. Gomez asked if former parents with children in Ms. El's room were notified, and said that it would be a good idea to let them know.

New Hires:

Ms. Hirning reported that Ms. Lauren was hired to work Room 9, and Ms. Cynthia would also help out in Room 9 for the summer. Room assignment for the summer are as followed: Room 5 Ms. Sharrise and Georgia; Room 7 Ms. Margie (from WeeCare); Room 8 Mr. Chester (from WeeCare); and Room 9 Ms. Lauren, Ms. Jody, and Ms. Cynthia.

Other:

No report

Operations

Facility:

Some ceiling tiles were not replaced as promised by NASA, passed the 30 days.

Ms. Hirning said that the A/C is not balanced correctly as the weather changes back and forth.

Special Events:

Ms. El's going away party is next Friday, and it will be a luncheon. Mr. Slater has a NASA going away picture for Ms. El. Ms. Nancy is still collecting money and gifts for Ms. El. Ms. Hirning said that the staffs are getting Ms. El a rocking chair.

Pre-K and Kindergarten graduation is next Thursday at the Gilruth. This year the graduation program is for Rooms 7, 8, and 9 only, and it will start at 6:30pm.

Ms. Hirning said that summer camp calendar (for the main school) is out, which many parents asked about. Parents are asked to make sure that they understand the migration plan to determine summer field trip plans. Ms. Hirning said that the calendar and field trip plans should match the room placement for the summer.

Ms. Hirning reported that summer camp at St. Thomas is full, and that she is working on the July schedule. Parents will have a choice to participate in certain field trip.

Other:

Ms. Hirning reported that one of the ParentWatch cameras is broken, and that it has been reported.

Ms. Hirning also said that NASA facility people cut down the 'wrong' dead tree (cut down a live one), and the dead tree is still there.

Committees Report**Education Curriculum**

No report

Playground

A Big Thank You to those parents donated sands for the sand box. A suggestion was made to notify parents about things and news, because not all parents knew about the sand box needing sands.

Newsletter and Webpage

Ms. Hirning reported that a newsletter was just released.

Room-1

"Has a few colds, but fine."

Room-2

No report

Room-3

"Good", and just got a new room captain.

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

“Totally happy.”

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Berdich reported status on the SOP, and that it was sent to Ms. Lewis for review. Ms. Lewis said that she would like to have a small committee to review the SOP, and suggested that we should include SFEI staff on the review committee.

Treasurer (Jennifer Mason)

Ms. Mason gave a report and update on the Budget & Finance Committee activities. Ms. Mason said that the budget is almost ready, and that she would like to discuss the budget with the Board in the first week of June and then at the GMM. Ms. Mason reiterated that the goals are to maintain staff benefits, and to separate main school and summer camp budgets. Ms. Mason said that she's working to put together a garage sale fundraiser. Ms. Mason said that donated items for the garage sale would get tax receipt, and that the garage sale would be at the Gilruth.

Ms. Gomez handed out the May financial report. Ms. Gomez said that we still have money in the bank, not much but we're not in the red. The Profit and Loss statement showed a net loss of about \$50K for this year. Ms. Gomez pointed out the Ms. Hirning has not deposited the summer camp money. A question was asked if SFEI finance would get healthy after this year summer camp. The answer was that it might not be possible in one year.

Secretary (Louis Nguyen)

Mr. Nguyen said that the February 2005 minutes should be corrected and clarified that Board had discussed the request with NASA IT, and that the response from NASA IT was YES, that it could provide JSC email accounts for the teachers. However, the Board and the Director, at the time, had reservation about proceeding with the request and tabled it for further consideration. Some of the concerns with the teachers having JSC email accounts were mentioned in the February 2005 minutes.

And regarding the statement in the February minutes saying, "...new regulation from September 2003 requiring childcare providers to report all injury incidents..." it should be corrected to say, "The comment in the February 2005 minutes regarding the State new

regulation from September 2003 requiring childcare providers to report all injury incidents was incorrect. The State reporting regulations were in effect since July 1999."

Mr. Nguyen said that the annual Director Evaluation is coming, and new for this year is the addition of the Assistant Director Evaluation. The evaluation will be in the form of a web survey. Parents will receive an email inviting them complete a web-survey to evaluate the Director and Assistant Director.

Mr. Nguyen reported a total of 269 SFEI members, to date. Mr. Nguyen reported that he received 3 proposed changes to the By-Laws submitted by the Board of Directors; 1) Updating the voting process to adopt By-Law changes to be same as Board of Directors election, 2) Updating duties of members of the Board of Directors, 3) Staggered terms, consecutive term limit, and term overlap for the Board of Directors. For the Board of Directors election, Mr. Nguyen reported that he received 14 nominations:

Lee Ann Audet ✓
Jeffrey Bartlett - ?
Michael Berdich ✓
Gloria Cybulski - ?
Jane Gensler - ✓
Susan Gomez ✓
Katy Hurlbert ✓
Jennifer Lewis - Declined
Jennifer Mason - Declined
Louis Nguyen ✓
Liana Rodriggs ✓
Melanie Saunders ✓
Miranda Scroggins - ✓
Erica Vandersand - Declined

Mr. Nguyen said that detailed information regarding the proposed By-Laws amendments a this year ballots for nominees for BOD will be distributed on June 1st. Mr. Nguyen also reminded everyone of upcoming important dates:

June 16th – Annual General Membership Meeting (B111 Conference Room, 11:30a-1:00p)

June 16th-23rd – SFEI election, on-line

June 30th – Election results

Ms. Cybulski brought up an issue with the election dates because she would out of town during the election and that she would not be able to access the internet to vote. Mr. Nguyen said that he would figure out a way to resolve the problem.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez said that she has completed the application for this year Combined Federal Campaign.

SFEI Members Report

Walk-ons

None

Old Business

Ms. Vandersand gave a brief discussion on the proposed 'staggered term' amendment. A concern was raised about the elimination of the 3-month overlap between the old and new Board members. Ms. Vandersand believed that with the staggered terms, the overlap would not be necessary.

Ms. Hunt answered the question brought up at the March meeting about NASA's plan if NAEYC of State accreditation is lost. Ms. Hunt said that NASA fully expects SFEI to retain accreditation as agreed to in the MOU. NASA and SFEI believe that losing accreditation is a highly unlikely scenario and the possibility of it happening remote. Should this situation arise, NASA is fully committed to working with SFEI to examine all available options at that time.

A question was asked whether NAEYC has finalized their new standards. Ms. Hirning answered YES. Ms. Hunt was asked how would NASA help SFEI with regard to licensing. Ms. Hunt said that NASA would look at what the MOU to determine what it would to. Ms. Gomez said that the MOU with NASA is due to be renewed in January 2006. Ms. Hirning said that if NAEYC licensing is required, she believes that the JSC Childcare Center could accommodate most of NAEYC new requirements. She is concerned about access to annual health checkup for SFEI staffs because she is not sure if JSC Clinic would provide that service, and whether or not parent would pay for the education and training cost. Ms. Hirning said the new NAEYC standards will be expensive, and that we may have to shop around. Ms. Hirning said that NAEYC might look at the whole picture and evaluate certification on a case by case.

New Business

None

Attendance:

BOD: Louis Nguyen, Jennifer Mason, Jennifer Lewis, Erica Vandersand, Susan Gomez
NASA Liaison: Candace Hunt

SFEI Staffs: Dianna Ritter, Teresa Aguirre, Ricki Reynold, Nancy Coppedge, Shelley Schroeder, Kristy Hirning, Vanessa Patterson

SFEI Members: Jane Gensler, T.Q. Bui, Lee Ann Audet, Scott Duham, Peggy Carruthers, Debbie Berdich, Gloria Cybulski, Jill Lin, Melanie Saunders, Valerie Thompson-Fowler, Kim Aamodt, Liana Rodriggs, Richard Slater, Lisa Blok

The next meeting will be July 21, 2005
Building 111 Conference Room - 11:30 AM - 1:00 PM